

Important FBS User Instructions on Use of Accounts

Principal investigators are responsible for providing valid worktag(s) to core lab managers when requesting services. Please be sure that the worktag meets all of these criteria:

- You are an authorized user of the account.
- The account has sufficient funds to pay for services and has not expired.
- The service being requested is allowable under the award:
 1. Expenditures directly serve the purposes of issued award.
 2. Expense is within the limit of the budgeted category.

Note for those awaiting awards:

If you have received indication that an award will be made, but it has not arrived, please contact your school for advance funding. With school permission, you may incur costs both for a new award and when you are awaiting a renewal.

Cores (including vivaria housing) are unable to provide services in the absence of a valid worktag with adequate and allowable funding.

Summary:

It is not acceptable to select worktags arbitrarily, by end dates, or amounts of funds remaining. If an expense is not allowable, you will be notified of your obligation to transfer funds to an account for which the expense is allowable.

Please note that your dean will be notified when an account is over-spent, and a mandated transfer is not executed, as it will become the school's obligation to satisfy the over-draft.